Seat No.:	Enrolment No.

GUJARAT TECHNOLOGICAL UNIVERSITY

Subject Code: 4420604

MCA INTEGRATED - SEMESTER-II • EXAMINATION - SUMMER - 2017

Date:07/06/2017

Subject Name: Communication Skills - II Time: 10:30 am - 01:00 pm Instructions: 1. Attempt all questions. 2. Make suitable assumptions wherever necessary. 3. Figures to the right indicate full marks.		70	
Q.1	(a)	Write synonyms for the following words: 1. Appropriate 2. Beautiful 3. Allay 4. Difficult 5. Agenda 6. Receptacle 7. Tempting	07
	(b)	Narrate the types of visual aids generally used in technical communication.	07
Q.2	(a)	What are the objectives of technical communication? Explain the	07
	(b)	communication cycle with diagram. As a Manager of Patang Hotel, Ahmedabad, write a claim letter to the General Manager of Hindustan Potteries, M G Road, Mumbai, telling him that most of the contents of the china-ware which you had ordered from their firm have reached you in damaged condition. Demand replacement or suitable compensation.	07
		OR	
	(b)	Assume that you are the Managing Director of a company dealing with electronic equipment. Inform all your employees about the new community hall which the company is going to inaugurate next week by sending a mail. Highlight the important features of both the hall and the inauguration.	07
Q.3	(a) (b)	Explain different types of interviews. Explain Symposia and Seminar.	07 07
	(D)	OR	07
Q.3	(a) (b)	Explain forms of group communication in detail. What kind of planning, preparation and procedure are required for arranging a good conference at your place?	07 07
Q.4	(a) (b)	What is Report? Explain categories of reports in detail. What is the difference between Research Paper, Dissertation and Thesis? Explain in detail.	07 07
	, .	OR	. –
Q.4	(a) (b)	What are the ways and means of conducting meeting successfully? Discuss the merits and demerits of using technology enabled communication.	07 07

Q.5	(a)	Write one word Substitute for the following:	07
_	` ,	1. Period of holding office	
		2. To sell abroad	
		3. Indication of a disease	
		4. Person who walks in sleep	
		5. Proper way to use the Internet	
		6. Weighing apparatus for vehicles	
		7. Lack of enough blood	
	(b)		07
	` /	1. Ancient	
		2. Moral	
		3. Fiction	
		4. Admire	
		5. Professional	
		6. Pessimist	
		7. Abate	
		OR	
Q.5	(a)	I.) Explain the given idioms and form a sentence:	04
		1. Too many cooks spoil the broth	
		2. Be in someone's good books	
		3. Make a mountain out of a molehill	
		4. Rub someone up the wrong way	
		II.) Read each sentence and fill in the blank, choosing the correct homophone:	03
		1. He's a man opinion I respect. (Who's, Whose)	
		2. You will your deposit if you cancel the order. (lose, loose)	
		3. I would extreme caution. (advice, advise)	
	(b)	What is Press Conference? Explain its Preparation and process.	07
